



PROCEDURE FOR INSTITUTIONAL POLICY GA-15: EMERGENCY NOTIFICATION

1. PURPOSE

The purpose of this procedure is to outline WVSOM's process for issuing emergency notifications in response to significant emergencies or dangerous situations that pose an immediate threat to the health and safety of WVSOM students, employees, or visitors on campus.

This procedure ensures compliance with the Clery Act, specifically the provisions related to emergency notifications (34 CFR §668.46(e)).

2. APPLICABILITY

- 2.1 This procedure applies to all members of the WVSOM community and covers any emergency or dangerous situation occurring on campus or in the immediate vicinity that requires rapid communication to protect life and safety.
- 2.2 WVSOM reserves the right to amend this procedure at any time, as necessary or appropriate.

3. DEFINITIONS

- 3.1 For purposes of these procedures, the defined terms used herein have the definitions assigned to them in Institutional Policy GA-15: Safety and Security.
- 3.2 Under the Clery Act, an Emergency Notification is a prompt communication issued when there is confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community ("Emergency Notification").
- 3.3 Examples of situations requiring an Emergency Notification include, but are not limited to:
 - 3.3.1 Active shooter or armed assailant
 - 3.3.2 Fire or explosion
 - 3.3.3 Hazardous materials spill
 - 3.3.4 Severe weather (e.g., tornado, hurricane)
 - 3.3.5 Outbreak of a serious communicable disease
 - 3.3.6 Bomb threat or suspicious package
 - 3.3.7 Civil disturbance or rioting

4. CONFIRMATION OF EMERGENCY

- 4.1 Responsible Officials
 - 4.1.1 Emergency situations must be confirmed by one or more of the following:
 - a. Campus Security
 - b. Local law enforcement and emergency responders

Confirmation may include direct observation, credible reports, or validated data from public safety partners.

5. AUTHORITY TO ISSUE NOTIFICATIONS

- 5.1 The following individuals or their designees are authorized to issue Emergency Notifications:
 - 5.1.1 Director of Campus Security and Clery Compliance Office
 - 5.1.2 WVSOM President or designee

6. CONTENT OF EMERGENCY NOTIFICATION

- 6.1 The content of the Emergency Notification should include:
 - 6.1.1 Nature of the threat (e.g., armed suspect, chemical spill)
 - 6.1.2 Location of the threat (if known)
 - 6.1.3 Recommended protective actions (e.g., shelter-in-place, evacuate)
 - 6.1.4 Timeframe for updates
 - 6.1.5 Instructions on where to get more information

The Emergency Notification should be clear, concise, and actionable.

7. NOTIFICATION METHODS

- 7.1 Emergency Notifications may be issued using a combination of the following communication tools:
 - 7.1.1 WVSOM Emergency Notification system (i.e. Omnilert)
 - 7.1.2 Campus-wide text messaging (SMS alert system)
 - 7.1.3 Mass email alerts
 - 7.1.4 Public address systems
 - 7.1.5 WVSOM emergency website banners
 - 7.1.6 Digital signage and alert beacons
 - 7.1.7 Campus social media accounts
 - 7.1.8 Local media (e.g., radio, TV)

WVSOM will use multiple methods to maximize reach.

8. TIMELINESS

- 8.1 Emergency Notifications must be issued immediately upon confirmation of a threat, unless doing so would:
 - 8.1.1 Compromise efforts to assist victims;
 - 8.1.2 Compromise efforts to contain or respond to the emergency; or,
 - 8.1.3 Compromise the safety of the campus, general public, law enforcement, or emergency response personnel

9. TARGETED NOTIFICATIONS

9.1 Notifications may be:

- 9.1.1 Campus-wide, if the threat affects the entire community
- 9.1.2 Segmented, if the threat is limited to a specific building, area, or population

The decision to segment messaging will be made based on the scope and location of the threat.

10. FOLLOW-UP INFORMATION

10.1 Follow-up messages will be issued as needed to:

- 10.1.1 Provide updates or clarify previous messages
- 10.1.2 Inform the community when the emergency is over
- 10.1.3 Offer recovery information (e.g., counseling, class resumption)

11. DOCUMENTATION AND RECORDKEEPING

11.1 WVSOM through its Office of Campus Security and Chief Financial Officer will maintain records of:

- 11.1.1 The nature of the emergency
- 11.1.2 The time and method of confirmation
- 11.1.3 The content and timing of the Emergency Notification
- 11.1.4 Methods of dissemination used
- 11.1.5 Any follow-up messages

11.2 These records will be retained in accordance with Clery Act requirements and institutional policy.

12. TESTING AND TRAINING

12.1 The Emergency Notification system will be tested at least once annually, including drills and tabletop exercises.

12.2 All tests will be publicly announced or unannounced as appropriate and will be documented.

12.3 Documentation will include:

- 12.3.1 Description of the exercise
- 12.3.2 Date and time
- 12.3.3 Whether the test was announced or unannounced
- 12.3.4 The results and lessons learned

13. ANNUAL SECURITY REPORT (ASR) INCLUSION

This Emergency Notification procedure and summaries of testing and response capabilities will be included in WVSOM's ASR, published by October 1 each year.

14. RETALIATION PROHIBITED

No individual shall be retaliated against for reporting an emergency or participating in an emergency response under this procedure.

15. CONTACT INFORMATION

For questions or to report an emergency, contact:

WVSOM Campus Security

Phone: 304-647-8911

Email: wvsomsecurity@osteo.wvsom.edu

16. REFERENCES

34 CFR §668.46(e)

The Jeanne Clery Campus Safety Act 20 U.S.C.A. § 1092(f)

Procedure Title: Procedure for Institutional Policy GA-15: Emergency Notification

Effective Date: January 20, 2026 Time: 4:30 p.m.

APPROVED BY:

Approving Administrator – President:

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Date: 1/29/2026 | 9:16 PM EST

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Date: 2/2/2026 | 11:22 AM EST